

Please print in CAPITAL LETTERS. YOU MUST COMPLETE ALL PARTS OF THE FORM and return to Smart Pay Limited.

## Section 1- Applicant Information

Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
Address	<input type="text"/>			Home No	<input type="text"/>
				Mobile No	<input type="text"/>
Date of Birth	<input type="text"/>	Mother's Maiden Name	<input type="text"/>		
Nationality	<input type="text"/>	How did you hear about us?	<input type="text"/>		
Occupation	<input type="text"/>				

To ensure we deduct the correct taxes, we require a P45 from your previous employer. Please tick this box if you are enclosing your P45  If you are unable to obtain a P45, you are required to complete a P46. Please tick this box to confirm you have enclosed a P46

## Section 2 – Bank Details

Bank Name	<input type="text"/>	Account Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Account name	<input type="text"/>	Sort Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Building Society Ref	<input type="text"/>	Account Holder Name	<input type="text"/>

## Section 3 – Invoicing Details

Agency/Client Name	<input type="text"/>	Branch Name	<input type="text"/>
Payroll Address	<input type="text"/>	Branch Address	<input type="text"/>
Payroll Contact	<input type="text"/>	Agency Contact	<input type="text"/>
Telephone Number	<input type="text"/>	Branch Tel Number	<input type="text"/>
Fax Number	<input type="text"/>	Branch Fax Number	<input type="text"/>
Rate	<input type="text"/> Per Hour/Day <input type="text"/>	Overtime Rate	<input type="text"/>
Currently Paid Via	<input type="text"/>	Weekly / Monthly Pay	<input type="text"/>
Start Date	<input type="text"/>	Hours Worked	<input type="text"/>

You are required by law to prove who you are, and that you are entitled to work in the UK, and we require proof of your address. Please provide the following:

- A current passport proving that you are a UK citizen or a citizen of the UK and Colonies having the right to reside in the UK and recent utility bill or bank statement, or
- A current passport or national identity card proving that you are a national of a European Economic Area country (including Switzerland) and a recent utility bill or bank statement, or
- A current passport endorsed to show that you are allowed to stay in the UK and are allowed to do any type of work or endorsed to show that you are exempt from immigration control, allowed to stay indefinitely in the UK, have the right of abode in the UK, or no time limit on your stay and a recent utility bill or bank statement.
- As your employer, Smart Pay Limited are required to check legitimacy of work visas, please tick to confirm that you are happy for us to complete the relevant checks.

Please indicate by ticking the relevant box which documents you will be enclosing. **We require clear copies, fax / email copies are acceptable until we receive the originals by post.** Should you not have the above documents, please see a guide of alternatives on [www.smartpaylimited.com](http://www.smartpaylimited.com)

## Section 4 – General

### Data Protection Notice

The company will use your information together with other information for employment administration, payroll purposes, marketing and customer services. We will disclose your information to our clients, service providers and agents for these purposes. By signing this form, you give your consent to the Company processing your information, including sensitive personal data such as health data, whether obtained from you or from another source, for the above purposes. You also consent to our transferring information to countries which do not provide the same level of data protection as the UK if necessary for the above purposes. If we do make such a transfer, we will put a contract in place to ensure your information is protected. If you do not want us to disclose your information for marketing purposes please tick here . You have a right to ask for a copy of your information (for which we charge a small fee) and to correct any inaccuracies. You should make an application to the Company's Customer Service Department, giving 28 days' notice. To make sure we follow your instructions correctly and to improve our service to you through training of our staff, we may monitor or record communications.

You are able by law to adopt a flexible working approach and opt out of the Working Time Regulations put in time by the European Working Time Directive. I have read and understood the regulations available at [www.bis.gov.uk](http://www.bis.gov.uk) and agree with this statement

## Section 5 – Declaration (PLEASE READ THIS CAREFULLY BEFORE SIGNING THIS APPLICATION)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give the Company the right to terminate and employment contract offered.
2. I confirm that I have read the Data Protection Notice above and consent to the Company using my personal information, including sensitive personal data, whether obtained from me or another source for appropriate purposes in accordance with all relevant legislation.

Signed:

Print Name:

Date:

## Section 6 – Your Agreement

**Please return one signed copy of this application form to us at the above address,** please keep one copy for your own records. Additionally if you have not already done so please send us copies of your **photo ID and address confirmation**, and your **P45** from your previous employer or complete the **P46** enclosed, so we can allocate the correct tax code and ensure accurate payments are made to you. Please check our website [www.smartpaylimited.com](http://www.smartpaylimited.com) for more detailed information on all our services. We hope that you will be more than satisfied with our services and look forward to working with you.